



# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chair, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**Mary L. Pichetti**  
*Executive Director / Deputy CEO*

February 26, 2025

Mr. Eric Tracy, Superintendent  
Hamilton-Wenham Regional School District  
5 School Street  
Wenham, MA 01984

Re: Hamilton-Wenham Regional School District, Cutler Elementary School

Dear Superintendent Tracy:

I am pleased to report that the Board of the Massachusetts School Building Authority (the “MSBA”) has voted to approve the Cutler Elementary School Project in the Hamilton-Wenham Regional School District (the “District”) to consolidate the student population of the existing Cutler Elementary School and Winthrop Elementary School and construct a new facility serving grades 1-5 on the site of the existing Cutler Elementary School.

The Board approved an Estimated Maximum Total Facilities Grant of \$48,944,814, which does not include any funds for Potentially Eligible Owner’s or Construction Contingency Expenditures. In the event that the MSBA determines that any Owner’s and/or Construction Contingency Expenditures are eligible for reimbursement, the Maximum Total Facilities Grant for the Cutler Elementary School Project may increase to as much as \$49,779,346. The final grant amount will be determined by the MSBA based on a review and audit of all Project costs incurred by the District, in accordance with the MSBA’s regulations, policies, and guidelines and the Project Funding Agreement. The final grant amount may be an amount less than \$48,944,814.

Pursuant to the MSBA’s regulations, the District has 120 days after the date of the MSBA’s Board vote to acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type, scope, and timeline for the Cutler Elementary School Project. After receipt of the certified votes demonstrating local approval, the MSBA and the District will execute a Project Funding Agreement, which will set forth the terms and conditions pursuant to which the District will receive its grant from the MSBA. Once the Project Funding Agreement has been executed by both parties, the District will be eligible to submit requests for reimbursement for the Cutler Elementary School Project costs to the MSBA. The Project Scope and Budget Agreement signed by the District and the MSBA will form the basis for the Project Funding Agreement.

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Hamilton-Wenham RSD, Cutler Elementary School Project Scope and Budget Authorization  
Board Action Letter

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's approval of the Cutler Elementary School Project in the Hamilton-Wenham Regional School District to consolidate the student population of the existing Cutler Elementary School and Winthrop Elementary School and construct a new facility serving grades 1-5 on the site of the existing Cutler Elementary School.

I look forward to continuing to work with you during the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



Mary L. Pichetti  
Executive Director

Cc: Legislative Delegation  
Dana Allara, Chair, Hamilton-Wenham Regional School Committee  
Amy Kunberger, Vice Chair, Hamilton-Wenham Regional School Committee  
Vincent Leone, Assistant Superintendent of Finance & Administration, Hamilton-Wenham Regional School District  
Curtis Wightman, Director of Maintenance, Facilities, and Operations, Hamilton-Wenham Regional School District  
Kevin Nigro, Owner's Project Manager, PMA Consultants, LLC  
Christopher Carroll, Owner's Project Manager, PMA Consultants, LLC  
Alicia Caritano, Designer, JCJ Architecture, PC  
File: 10.2 Letters (Region 3)